



Rules, Registration and Permission After Hours Teen Center

Friday Nights - 7:00 to 10:00 p.m.

CASCADES LIBRARY

21030 Whitfield Place, Potomac Falls VA 20165

All participants will observe Loudoun County Public Library Rules of Conduct and are subject to the Loudoun County Government Administrative Rules Regarding Disruptive Behavior while in the Cascades Library.

- ***After Hours Teen Center (AHTC) is exclusively for middle and high school students (6th-12th grade).***
- ***Loudoun County Public Library reserves the right to deny entrance to and/or to immediately expel any participant. Parents/guardians will be called to pick up their teen.***
- ***Teens must arrive between 7 and 7:30 p.m. and must be picked up by a parent/guardian or designated individual by 10 p.m.***
- ***Permission forms are required. A parent/guardian must enter the library with their teen to register them for the program.***
- ***Pick up and drop off teens in the front parking lot. Please do not drop off or pick up at the street.***
- ***Teens who wish to walk or drive themselves home must have a signed release form on file with the AHTC staff.***
- ***If picking up prior to 9:45 p.m., parents/guardians or their designated individuals must park their cars and come in to the library to collect their teens. Between 9:45 and 10 p.m., teens may meet their parents/guardians in the parking lot.***
- ***When Loudoun County Public Schools are closed for inclement weather, After Hours Teen Center is also closed.***

AHTC RULES OF CONDUCT

- There is a zero-tolerance policy for teasing, bullying, stealing, vandalism, and harmful physical contact including hitting, lifting, or restraining other youths. **Participants can be asked to leave and potentially excluded from the program in the future if they fail to comply with the AHTC Rules of Conduct.**
- Youths must be respectful to other participants, library staff, security personnel, program presenters, and volunteers.
- Inappropriate language and attire are prohibited. Shoes must be worn at all times.
- Youths must remain in only those areas approved by After Hours Teen Center Staff; participants may not hang out in the restrooms.
- Only T and E rated video games may be played at After Hours Teen Center.
- Youths are responsible for their own property. Participants are encouraged to leave valuable items at home. **No backpacks are allowed except for teens with medical exceptions.**
- Participants will remain in the library until they are picked up by their parents/guardians or their designated individuals.

Please print neatly and include all information or indicate N/A.

The information on this form will expire one year from today's date. You will be asked to update the information that is on file before your teen returns to the After Hours Teen Center.

Student Full Name	Date of Birth	Expected HS Grad Date	Grade
School Name	Known Medical Concerns		
Parent/Guardian #1	Phone	Alternate Phone	
Home Address: Street, Apt	City	State	Zip
Email Address			
Parent/Guardian #2	Phone	Alternate Phone	
Home Address: Street, Apt	City	State	Zip
Email Address			
Additional Emergency Contact	Phone	Alternate Phone	
Relationship			

I have read and understand the rules and regulations and agree to abide by them. **I understand that failure to comply with After Hours Teen Center rules could result in disciplinary action up to and including being asked to leave or exclusion from the program in the future.**

Student Full Name (Printed)	Student Signature	Today's Date
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I have reviewed these rules and regulations with my son/daughter. **I understand that failure to comply with After Hours Teen Center rules could result in disciplinary action up to and including being asked to leave or exclusion from the program in the future.**

In addition:

- I understand that internet access is available at After Hours Teen Center. My child will comply with applicable Loudoun County Public Library policies regarding internet use.
- I agree to keep After Hours Teen Center staff informed of my current phone number(s) and other contact information.

Parent/Guardian Full Name (Printed)	Parent/Guardian Signature	Today's Date
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